MINDMASTER USER MANUAL
V6

EDRAWSOFT
Chapter 4 Insert Elements ........................................................................................................... 20
  Insert Pictures ............................................................................................................................ 20
  Insert Attachments ..................................................................................................................... 21
  Insert Hyperlinks ....................................................................................................................... 22
  Add Comments ........................................................................................................................... 24
  Add Notes ....................................................................................................................................... 25
  Insert Cliparts ............................................................................................................................. 25
  Insert Marks .................................................................................................................................. 26
  Insert Tags ...................................................................................................................................... 27
  Insert relationships ...................................................................................................................... 28
  Insert Callouts ............................................................................................................................. 29
  Add a Boundary ............................................................................................................................ 30
  Add a Summary ............................................................................................................................ 31

Chapter 5 Mind Map Layout ........................................................................................................ 31
  Change the Mind Map Layout .................................................................................................... 31
  Change Connector Style ............................................................................................................. 32
  Numbering .................................................................................................................................... 33
  Distance ......................................................................................................................................... 34

Chapter 6 Theme and Style ......................................................................................................... 34
  Theme ........................................................................................................................................... 34
  Rainbow Style .............................................................................................................................. 36
  Hand-drawn Style .......................................................................................................................... 37
  Background ..................................................................................................................................... 37
  Change Topic Fill Color ............................................................................................................... 40
  Change Topic Shape .................................................................................................................... 44
  Change Shape Shadow ................................................................................................................. 44
  Change Shape Border Color and Style ...................................................................................... 46
Change Topic Font ........................................................................................................ 47
Change Branch Style .................................................................................................. 47
Chapter 7 Slideshow .................................................................................................. 48
Create Slides from Topics Automatically .................................................................. 48
Create Slides Manually ............................................................................................... 49
Add Slide Pages ......................................................................................................... 49
Rename Slide Pages .................................................................................................... 50
Slide Preview ............................................................................................................. 50
Reorder Slide Pages ................................................................................................... 51
Delete Slide Pages ..................................................................................................... 51
Delete the Whole Slide Deck ..................................................................................... 52
Travel Topics or Branches in Full Screen Mode ....................................................... 52
Display a Slide Show .................................................................................................. 52
Export Slides To Microsoft Powerpoint .................................................................... 53
Print Slides ................................................................................................................ 53
Chapter 8 Working on Tasks ...................................................................................... 54
Resources ................................................................................................................... 54
Add or Remove Tasks ............................................................................................... 56
Edit Task Information ............................................................................................... 57
Use Gantt Chart View ............................................................................................... 58
Chapter 9 General Actions of Documents .................................................................. 60
Find and Replace ......................................................................................................... 60
Spelling Check .......................................................................................................... 61
Add Font Symbols .................................................................................................... 61
Undo and Redo .......................................................................................................... 62
Chapter 10 Open, Import, Save, Print and Share Mind Maps .................................... 62
Open a Mind Map ...................................................................................................... 62
Import Files from Mind Manager, Xmind, or Edraw .................................................. 62
Save a Mind Map ........................................................................................................... 63
Find and Recover an Auto Saved File ............................................................................ 64
Print a Mind Map .......................................................................................................... 64
Export Mind Map .......................................................................................................... 65
Share Mind Map ........................................................................................................... 67
Chapter 11 View The Map ............................................................................................. 68
Outline View ................................................................................................................ 68
Collapse and Expand Branches .................................................................................... 70
Display the Map by Levels .......................................................................................... 70
Drill Topics or Stop drilling ......................................................................................... 70
Focus on Selected Topic ............................................................................................... 71
Zoom ............................................................................................................................. 71
Whole Page .................................................................................................................... 72
Page Width ..................................................................................................................... 72
Chapter 12 Appendix ................................................................................................... 73
Keyboard Shortcuts ....................................................................................................... 73
CHAPTER 1 MINDMASTER FEATURES

MindMaster is designed for creating fresh new visual innovations, structuring your bullet points to form an overall map. It is convenient for you to start with MindMaster 6 for problem-solving, time management, business strategy or project management.

FEATURES OF MINDMASTER V6.1

1. Abundant Templates
The built-in templates of MindMaster are comprehensive covering all related fields. Novel design and diversified styles become the core competition for MindMaster.

2. Gantt View in Task Management
Task management function allows users to manage project tasks in both mind map mode and Gantt chart mode.

3. Slide-based Presentation
The function of slide-based presentation enables users to have a high integration of mind mapping and presenting. It is easy to auto create slide pages in one click.
4. Full Map Mode Presentation

It’s also called traverse presentation mode. You can present the whole map on a single page, and highlight special parts using the navigation keys.

5. Styles and Themes

MindMaster offers various exquisite themes and layout sets for users to choose from. The font, shape, color and line size are designed elaborately to fit different styles.

6. Powerful Toolbox

- Relationship
  Users can insert a relationship line between two topics. MindMaster can adjust the position of arrow directions automatically. You can modify shape styles, colors and texts of the relationship.
- Callout
  Callout is a representation of emphasized texts which can branch off to its own sub topics.
- Boundary
  Boundary is used to group topics together to emphasize specific contents. MindMaster gives different styles of boundaries to choose.
- Summary
  Summary can be added to summarize a set of subtopics into another single topic and let that new topic generate more sub topics if necessary.
- Mark
  Marks help illustrate topic contents and make your mind map more vivid to view. There are many pre-defined mark groups, and you are also allowed to create custom mark groups.
- Clipart
  Clipart library enables you to decorate your mind map conveniently. Thousands of cliparts are included in MindMaster to help users create visual mind maps.
- Picture
  You are allowed to insert any picture from your computer. Over-sized pictures can be compressed to save the file size.
- Hyperlink
Hyperlink can be added to make a reference for supporting views. Many forms of hyperlinks are supported, such as web addresses, files, special shape or page in the current file, or folders.

- **Attachment**
  MindMaster lets users to attach external files to a single topic.

- **Note**
  You can insert notes to annotate topics. Pictures are supported in notes.

- **Comment**
  MindMaster offers sync comment function for a collaborative team based on Cloud.

- **Tag**
  MindMaster lets users insert tags to topics that gives notation by displaying the text below the topic.

### 7. Rainbow Color

Rainbow Color of MindMaster help users quickly switch different color modes.

### 8 Hand-drawn Style

With one button click, your mind map can be changed to a hand-drawn appearance.

### 9. Outline Mode

The outline mode is to help users view mind map content in textual outline format.

### 10. Cloud

MindMaster Cloud (for personal and for team) makes it easy to save your mind mapping files and collaborate with team member, anywhere, anytime, anyplace.

### 11. Drill

Drill function makes users concentrate on a specific topic of a mind map without distractions from other topics.

### 12. File Recovery

MindMaster helps users recover unsaved maps if the map is accidentally closed without saving.

### 13. Share

Share mind maps with a link to post in social network and other places.
14. Import
MindMaster lets you import files of MindManager, Xmind and Edraw.

15. Export
You can export MindMaster documents to Graphics, PDF, Word, Excel, PPT, Html, SVG, MindManager, and many more file formats.

16. Quick Mapping
A set of keyboard shortcuts are provided to boost your mind mapping efficiency.

CHAPTER 2 GETTING STARTED WITH MINDMASTER

USER INSTALLATION
Download MindMaster installation package from https://www.edrawsoft.com/download-mindmaster.php, and double click the .exe file to install the package.

USER ACTIVATION
Once successfully installed, you can activate the software with your license code. If you do not have a license code, you can click Buy Now to order.

1. Right Click the MindMaster.exe in the software install folder. And choose Run as Administrator.
2. Click the Help tab of the ribbon.
3. Click Activate button under Help tab.
4. Input your License Name (can be any name) and License Code.
5. Click Activate to run the Activation Wizard.

USER DEACTIVATION
Deactivation is necessary if you wish to move MindMaster from one computer to the other. Please note deactivation can only be done once every 30 days.

The steps are:
1. Simply go to the Help menu, and click Deactivate.
2. Once you have chosen deactivate, the MindMaster on your current computer will turn to unlicensed version, so you can activate on your other device.

SIGN UP CLOUD ACCOUNT

You can sign up a MindMaster cloud account and sign in to use the cloud or share your map.

CHECK FOR UPDATES

1. Click the Help in the menu bar.
2. Click Check for Updates under Help menu.
3. MindMaster will help you check the version and update automatically.

USERS INTERFACE OVERVIEW

The interface shows the initial and overall window where you can create mind maps. Here you can see File Tabs, the Quick Access Tool Bar, Ribbons, Right-side Bar and Status Bar at the bottom.
Quick Access Tool Bar

From the quick access tool bar you can find quick tools for Undo/Redo, Create a New Map, Open Files, Save, Print and the Export functions. You can hide or add any of these buttons by clicking the mini Down Arrow on the right. You can also choose to place the quick access bar on the top or at the bottom of the Ribbon.

Ribbons

1. Home Tab

From the **Home** tab you can insert topics, relationships, callouts, various marks, cliparts, images, hyperlinks, attachments, notes, comments or tags; choosing map layouts, numbering your topics, or setting horizontal or vertical distances.

2. Page Style

**Page Style** tab is where you can format your mind map. You can select a theme here and choose theme fonts and theme colors. You can also choose rainbow styles or give your mind map a hand-drown look. You can even edit or remove the **Background** of your map, or custom your own **Watermark**.
3. Slideshow

From the Slideshow tab you can create slides one by one, or auto-generate your slides based on the branches. Feel free to edit or remove any content in your slide pages and once finished, you can preview your work in full screen, and then export PPT or print.

4. Advanced

The Advanced option lets you to create, edit and export Gantt Chart. You can double-check your work via the Find & Replace and Spelling Check functions, or adding font symbols to your map. In case of accident cases (e.g. laptop power-off), you can use the File Recovery feature to save your work.

5. View

The View tab shows different view options for your work. You can choose how many levels to display your map. You can also focus on single topics or branches. At the right side of the bar you can zoom in or out your map, or one click to make your map fit the canvas.

6. Help

From the Help tab you can easily find related guides for reference including Tutorial, FAQ, Contact Us and a wide range of Keyboard shortcuts, and buttons for software registration and updates.
Right-Side Bar

1. Page

The Right-Side Bar has 5 tabs in total: **Format**, **Outline**, **Mark**, **Clipart**, and **Task Panel**. In the **Format** section, you can change your map overall style, layout, color, theme, rainbow, etc. Further functions including edit your map background and watermark, or switch into **Hand-Drawn** style.

2. Outline

In the **Outline** tab you can choose either to show or hide your map in text outline mode. At the top right corner you can export the outline to PDF, Word, Excel or PPT format by clicking the mini buttons.
3. Mark

In Mark tab you can see common used marks for mind map such as Priority, Progress, Face, Arrow, Flag, Star, etc. You can add and manage your own mark groups by clicking the Mark Group Manager button on the top right corner.

4. Task Panel

The Task Panel lets you add task information to topics, such as start and end dates, duration, resources, priority and progress. You can also switch to the Gantt view by clicking the Gantt button.
5. Clipart

From the Clipart tab you can get a large number of original designed symbols and icons to decorate your mind maps. You can browse by categories; you can also search for your preferred ones in the top search box.

SYSTEM REQUIREMENTS

- Windows 2000, XP, Vista, Windows 7, Windows 8 and Windows 10
- Mac OS X 10 and later
- Linux (Debian, Ubuntu, Fedora)
- At least 1 GB RAM
- At least 850 MB free disk space

FOR ASSISTANCE

If you have further problems, please contact support@edrawsoft.com.
CHAPTER 3 TOPICS OPERATIONS

KEYBOARD SHORTCUTS TO ADD TOPICS

<table>
<thead>
<tr>
<th>To Create</th>
<th>Shortcut(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Idea (Central Topic)</td>
<td>Add Automatically</td>
</tr>
<tr>
<td>Topic / Sibling Topic</td>
<td>Enter</td>
</tr>
<tr>
<td>Topic before/above a topic</td>
<td>Shift + Enter</td>
</tr>
<tr>
<td>Subtopic</td>
<td>Insert / Ctrl + Enter</td>
</tr>
<tr>
<td>Parent Topic</td>
<td>Shift + Insert</td>
</tr>
<tr>
<td>Floating Topic</td>
<td>Ctrl + Shift + F + Mouse Click</td>
</tr>
<tr>
<td>Multiple Topics</td>
<td>Ctrl + Shift + M</td>
</tr>
</tbody>
</table>

ADD MAIN TOPICS

(Enter)

You can add main topics by 4 ways.

1. Press Enter key on the keyboard to quickly add main topic.
2. Click Floating Button on the central shape.
3. Click Insert Button on the Home tab.

Notes:
Under Insert button there are 3 options:

a. Insert Topic (Enter): Insert a topic after a selected topic.
b. Insert Topic Before (Shift + Enter): Insert a topic before a selected topic.
c. **Insert Parent Topic (Shift + Insert):** Insert a parent topic for a selected topic.

4. Use **Multiple Topics** button.

**ADD SUBTOPICS**

*(*Insert; Ctrl+Enter*)

There are 4 ways to add subtopics.

1. Select a topic. Press **Insert** key or **Ctrl + Enter** key on the keyboard to add subtopic.

2. Select a topic. Click floating button to add subtopic.

3. Select a topic. Click **Insert Subtopic** button on the **Home** tab to add subtopic.

4. Use Multiple Topics button.

**INSERT FLOATING TOPICS**

*(Ctrl+Shift+F)*

A **Floating Topic** is a standalone topic which doesn’t have any connection with the body map structure.

To add a floating buttons, you can:

1. Press **Ctrl+Shift+F** on the keyboard, then put the mouse pointer on any location you want to add floating topic.

2. Click **Floating Topic** button on the **Home** tab.

**INSERT MULTIPLE TOPICS**

*(Ctrl+Shift+M)*

If you want to add multiple topics together all at once, use **Add Multiple Topics**.

1. Click **Multiple Topics** button on the **Home** tab or press **Ctrl+Shift+M** on the keyboard.

2. From the pop-up dialogue, type topic text then press **Enter** for each new topic.

3. Click **OK**.
MOVE TOPICS

To move a topic, you can drag and drop it to the targeted position. You can also use the shortcut key to move topic up, down, left, or right within the same level.

Drag and Drop to Move a Topic

You can freely re-position any subtopic on your mind map by simply clicking and dragging it to a new position. A visual sign appears showing where the topics will be moved to. Any of your topics (except central topic) and topic branch can be rearranged and moved into any parent, sub or main topics.

Keyboard Shortcuts for Moving Topics

Below are keyboard shortcuts for moving topics.

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move up one place</td>
<td>Ctrl + Shift + Up</td>
</tr>
<tr>
<td>Move down one place</td>
<td>Ctrl + Shift + Down</td>
</tr>
<tr>
<td>Move to beginning</td>
<td>Ctrl + Shift + Home</td>
</tr>
<tr>
<td>Move to end</td>
<td>Ctrl + Shift + End</td>
</tr>
<tr>
<td>Move to left</td>
<td>Ctrl + Shift + Left</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Move to right</td>
<td>Ctrl + Shift + Right</td>
</tr>
</tbody>
</table>

**DELETE TOPICS**

*(Ctrl+Z)*

**Delete Selected Topic**

You can delete a selected topic only and keep its subtopics not deleted.

1. Select the target topic.
2. Right-Click and choose **Delete Selected Topic**.
3. The selected topic will be deleted.
4. The remaining subtopics will be promoted up one level.

---

**Delete Selected Topic and all Its Subtopics**

You can delete a topic including all its subtopics and callouts.

1. Select a topic.
2. Right-Click and then select **Delete**.
3. The topic and all its subtopics will be deleted.

---

**CUT, COPY AND PASTE TOPICS**

*(Ctrl+X, Ctrl+C; Ctrl+V)*
Use copy and paste, you can quickly duplicate a topic or branch and paste it as a floating topic or as a subtopic of a selected topic.

1. Select the topic or branch that you want to copy.
2. Go to Home tab and click the Copy button (or press Ctrl + C).
3. Select a topic or click on blank area and click Paste button (or press Ctrl + V).

Tip:
You can use cut and paste to move a topic from one place to another.

EDIT TOPIC CONTENT
You can double click on a topic shape to edit topic content. Below are shortcuts to help you quick edit topic contents.

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start edit mode</td>
<td>F2</td>
</tr>
<tr>
<td>Start edit mode with cursor at the end of text</td>
<td>Spacebar</td>
</tr>
<tr>
<td>Start edit mode with cursor at the beginning of text</td>
<td>Shift + Spacebar</td>
</tr>
<tr>
<td>Finish editing</td>
<td>Enter / Esc</td>
</tr>
<tr>
<td>Enter line break in topic</td>
<td>Shift + Enter / Ctrl + Enter</td>
</tr>
<tr>
<td>Move to beginning of line</td>
<td>Home</td>
</tr>
<tr>
<td>Move to beginning of topic text</td>
<td>Ctrl + Home</td>
</tr>
<tr>
<td>Move to end of topic text</td>
<td>Ctrl + End</td>
</tr>
<tr>
<td>Cancel editing topic</td>
<td>Esc</td>
</tr>
<tr>
<td>Find</td>
<td>Ctrl + F</td>
</tr>
<tr>
<td>Find next</td>
<td>Enter</td>
</tr>
<tr>
<td>Spelling check</td>
<td>F7</td>
</tr>
</tbody>
</table>

SELECT TOPICS
You can select topics by topic types or levels. Right-Click and choose the topics you want to select. You can select:

- All topics
- All peers
- All parents
FIND TOPICS

(Ctrl+F)

You can find text in the topics, labels, boundary, callout, summary, or notes quickly.

1. Use shortcut: Ctrl+F.
2. Click Find & Replace button on the Advanced tab.

CHAPTER 4 INSERT ELEMENTS

INSERT PICTURES

(Ctrl + Shift + P)
Abundant eyesight effects in a mind map need to be fulfilled by pictures. MindMaster allows you to insert pictures to topics. It supports massive picture formats like GIF, JPG, PNG, ICO, BMP, and TIF etc.

**Insert pictures from files**

1. Select a topic you intend to add picture. (If you haven’t select any topic, picture will be added to a floating topic.)
2. Click **Insert Picture** on the **Home** tab or Right-click on the topic and choose **Insert Picture** option.
3. Select a picture from your PC.
4. Press **Open**.
5. Drag selection handle to adjust the size of pictures.

**Tips:**

1. If your picture is over-sized, there will be a reminder window showing after you open the picture to let you decide whether to compress or not.
2. By default, picture will be added to the left of the topic text. You can drag the picture to change its position.

**INSERT ATTACHMENTS**

*(Ctrl + H)*

MindMaster supports inserting attachments without quantity limitation. Attachments can be saved automatically in the mind map.

1. Click topics or sub topics.
2. Click **Insert Attachment** on the Home tab or right-click the topic and choose **Insert Attachment** option.

3. Press **Path** to select an attachment.

4. Change name for attachments if necessary.

5. Click **New** to add more attachments.

6. Click **Delete** to remove an attachment.

**Tips:**
Attachment icon is on the top right corner of topic. Hover the mouse cursor on the icon you can see the name of the attachment. Click the attachment name to open the attachment.

**INSERT HYPERLINKS**

*(Ctrl + K)*

Hyperlink is convenient for mind mapping references as external documents including current documents, files and applications, and internet addresses.

The hyperlinks can link to any of the following:

1. Another page or shape in the current document
2. A file or application
3. A folder
4. A Web URL
Add a Hyperlink to an Existing Shape or Page

1. Select a topic you want to add hyperlink to.
2. Click Insert Hyperlink on the Home tab, or Right-click the topic and choose Insert Hyperlink option.
4. To link to a specific shape, you can choose a shape ID from the shape list.
5. Click New to add more hyperlinks.

Add a Hyperlink to a Web URL

1. In the Type list, choose Internet Address.
2. In the Address box, type the address of a Web site, FTP site, or e-mail address (beginning with http://, ftp://, or mailto: respectively).
3. In the Description box, type a name for the link. This text will appear on the hyperlink icon.
4. Click New to add another hyperlink.
5. Click OK.

Add a Hyperlink to File or Application

1. In the Type list, choose the File or Application.
2. Click Browse and navigate to a file.
3. In the Description box, type a name for the link. This text will appear on the hyperlink icon.
4. Click OK.
**Change or Delete a Hyperlink**

1. Select the shape to change or delete a hyperlink on a shape.
2. Click **Hyperlink**.
3. To change a hyperlink, select the hyperlink in the hyperlink list, make the changes that you want, and then click **OK**.
4. To delete a hyperlink, select the hyperlink in the hyperlink list, click **Delete**.

**Tips:**

Hyperlink icon is on the top right corner of topics. If you move the pointer to the icon, you will see a link for you to click.

**ADD COMMENTS**

*(Ctrl + Shift + T)*

Commenting on the specific topic or subtopic by a collaborative team is a highlight for synergy. You can receive praises and suggestions from your mates and supervisors directly with base of Cloud.

1. Click the topic or sub topic which you need to comment.
2. Click **Insert Comment** on the toolbar or Right-click the topic and choose **Insert Comment** option.
3. Type comments in dialog box.
4. Click **Send** after you editing all the comments.
5. Click **Modify** in the bottom of dialog box to edit the current comment.
6. Click **Delete** to remove a comment.

When a comment is added, there will be a green chatting icon showing on top right corner of the topic. If you move cursor to the icon, you will see your name, date and comment.

**Tips:**
1. Before commenting, make sure you have signed in MindMaster cloud account. If not, the commenter’s name will be the computer user’s name.
2. You can add more comments at the same topic.

ADD NOTES

(Ctrl + T)
As mind maps are always concise, details could not be put into the main body. Notes can solve the problems of inadequate information. You can add notes in the format of texts, pictures and tables to enrich your mind maps.

1. Select targeting topics or sub topics.
2. Click Insert Note on the Home tab, or Right-click the topic and select Insert Note option.
3. Type in your note from the pop-up Note window.
4. Click Picture icon to add pictures.
5. Click Calendar icon to insert date.
6. Edit text formats with text formatting options on the toolbar.
7. To check your notes, hover the cursor over the Note icon.

INSERT CLIPARTS

(Ctrl + Shift + I)
MindMaster offers a clipart library with a large collections of cliparts to use.

1. Click Insert Clipart on Home tab, or click the Clipart icon on the right sidebar.
2. Select clipart.
3. Click library icon 🎨 to choose clipart from categories.

4. Enter keywords in the Search Bar to search from clipart library.

5. Double click on a clipart to add it to a selected topic, or drag and drop a clipart to any topic of your map or blank area of the canvas.

Tips:
You can insert the clipart to four directions of a text within a topic.

INSERT MARKS

(F9)
Marks are used to avoid monotony of words and displaying focal points prominently. You can add marks from the pre-defined mark groups or create your own mark group.

Insert Marks into Topics

1. Select a topic to be marked.
2. Open Marks pane by pressing F9 or clicking button on the Home tab, or clicking the Mark icon from the right sidebar.
3. Click icons to assign to your topics.
4. Click more icons from different groups if you need.

Tips:
1. Marks within each group can be mutually exclusive (only one mark from this group can be added on a topic) or not (multiple marks from this group can be added on a topic).
2. After a mark is added to a topic, clicking it you can change another mark from the same group.

Manage Mark Groups

Change views of mark pane.

There are two views of mark pane. 1) With text version; 2) no text version Default view for marks is no text version. If you intend to change to with text view, you can click the button ☰️.
Add new Mark Group

You can add your own mark groups for specific purposes.

1. On the top of the Mark pane, click Custom Mark Group button.
2. Click Add group and rename it.
   a. Tick Mutex if the content of this group are mutually exclusive.
   b. Click Add Icons to insert marks from local disk to your group.
   c. Click Delete Icon at any time if you want to remove it from the group.

Hide Unused Marks

Click button of sidebar in the right to hide unused marks and concentrate on used marks.

INSERT TAGS

(Ctrl + G)

A tag is one of a text annotation presenting brief information below the topic. The collection of tags can be widely used in identification, emphasis and transmission.

Add a Group of Tags

1. Select a targeting topic.
2. Click **Insert Tag** button on the toolbar or Right-click the topic to select **Insert Tag** button to enter Tag manager window.

**Tips:** you can also find tag button on the right sidebar of Mark management pane. Click the Mark management pane, you will find tag insert button on the top right direction.

1. Type tags into the typing box in the format of one tag per line.
2. Click **Add** to add into a group.

![Tag Manager](image)

**Insert into Passage**

1. Select a targeting topic.
2. Click **Insert Tag** on the toolbar.
3. Select one tag or more from groups that you have created.

**Manage Tags**

1. Click **Add Group** for another group of tags.
2. Double click the naming to rename tags.
3. Click **Delete Group** to remove the unnecessary group.

**INSERT RELATIONSHIPS**

*(Ctrl + R)*
Some shapes are not connected directly. However, you can show their relationship by using Insert Relationship.

1. Select a topic that you want to add a relationship.
2. Click **Insert Relationship** from **Home** tab.
3. Move the pointer to a target shape and click.
4. A relationship is added.
5. Double click on the text area to edit text.

**Tips:**

1. You can change the curve style by moving two yellow handles.
2. The text can be changed to curve style from the right sidebar.

**INSERT CALLOUTS**

*(Alt + Enter)*

Callout is a visual element reminding mind mapping viewers to have a better understanding on the mind maps. It has the meanings of “give me feedback”, “critical”, or “do not forget this”, etc.

**Insert a Callout**

1. Select a topic.
2. Click **Insert Callout** or right-click the topic to select **Insert Callout**.
3. Type texts into the callout.
4. Right-click the callout to change the shape.
5. Alternative formats can be changed in the right sidebar.

**Tips:**
Callouts can be regarded as floating topics which can be branched off to make existing topics clearly by inserting subtopics.

**ADD A BOUNDARY**

*(Ctrl + Shift + B)*

The boundary joints topics and subtopics together to highlight a specific section of a mind map.

**Create a boundary**

1. Select topics which need to be gathered in the same levels (vertical or horizontal or both).

2. Click **Boundary** or right-click selected objects to extend **Insert** button and click **Boundary**.

**Change formats**

1. Click **Boundary** and you can see the format adjustment tab is on the right sidebar.

2. Change fill color, shape style, shadow, and line style to adjust your mind map.
Remove the boundary

If you do not need boundary, you can right-click the boundary and click delete button or press **Delete** in the keyboard.

**ADD A SUMMARY**

(*Ctrl + J*)

Adding summary to a mind map helps to collect key information and draw a conclusion.

1. Select topics to be summarized.
2. Click **Summary** or right-click selected objects to extend **Insert** button and click **Summary**.
3. Click “+” to insert a summary topic.
4. Type summary texts.
5. Add subtopics to expand summary into a new topic tree.

**CHAPTER 5 MIND MAP LAYOUT**

**CHANGE THE MIND MAP LAYOUT**

The arrangement of topics is controlled by the map’s general layout options. With the layout options, you can change the map arrangement style and topic growth directions.

**Change the Whole Layout Style**

1. Put the pointer to a blank space or click the **Main Idea** shape.
2. Go to **Home** Tab and click **Layout**, or go to the **Right Sidebar**, click **Style**, and then click **Layout** button.
3. Select the layout style of the mind map.
CHANGE CONNECTOR STYLE

MindMasters has several different connector styles and you can choose either all connector’s styles at one time, or connector styles for certain topics or branches.

*Change All Connectors’ Style*

If you don’t select anything, the changing of connector style will only apply to the first level of topics. To change all connectors’ style, you need to press **Ctrl + A** to select the whole map first.

1. Press **Ctrl + A** to select the whole map.
2. Click **Connector Style** button in the **Format** pane.
3. Select your desired connector style from the pull-down menu.

*Change Connectors’ Styles of Certain Topics*

1. Select the parent topic which you want to change connector styles.
2. Click **Connector Style** in the **Format** pane.
3. Select your desired connector style from the pull-down menu.
**Change Connectors’ Styles of Certain Branch**

1. Select the whole branch which you want to change connector styles.
2. Click **Connector Style** in the **Format** pane.
3. Select your desired connector style from the pull-down menu.

**NUMBERING**

Numbering is added at the start of the topic text for all subtopics up to the specified depth. If you add, remove or reorganize topics, your map will be automatically renumbered. If you switch to outline review, the same numbering scheme will be used for your outline.

**Add Numbering**

1. Select the parent topic of the subtopics you want to number.
2. Click **Numbering** button.
3. Choose the type and level of numbering to use.

![Numbering Options](image)

**Note:**

Numbers are automatically added by clockwise order. The numbers cannot be edited manually.

**Delete Numbering**

1. Select the parent topic of the subtopics you want to remove the numbers.
2. Click **Numbering** button, and from the drop-down list choose “Remove Number”.

---

33
DISTANCE

The distance between topics is defaulted both horizontally and vertically. The unit of the distance is millimeter and the default value is 30 in both horizontal and vertical direction.

To adjust the default distance value, you can:

1. On the Home tab, click the up arrows and down arrows to increase or decrease the number.
2. Press Enter to set your adjustment to your map.
3. Or print in the number you need in the blanks directly and press Enter.

Tips:

1. The maximum value is horizontal 100 and vertical 100, and the minimum is horizontal 18 and vertical 12.
2. To change the distance between topics of a certain part in the map, select the certain topic first and then follow the steps above.

CHAPTER 6 THEME AND STYLE

THEME

Apply a Theme

A map’s overall appearance or default “look” is determined by its underlying map Theme. A map theme is a collection of the default format settings used for the various types of elements in your map, including a set of theme colors, theme fonts (both heading and body text fonts), and theme effects (both lines and fill effects).

1. Select the Main Idea shape or select nothing.
2. Click the Theme button from either the Page Style tab, or the Right Sidebar, Format pane.
3. Drag the scroll bar to choose your desired theme.
Change Theme Font and Theme Color

After selecting a theme, you can also change theme fonts and theme colors.

1. Click on the blank area to make sure you are not selecting anything.
2. From the Format pane, Theme section, click the Theme Font and Theme Color buttons.

Tip:
You can set a default font for your map, and use the default font instead of the theme font.
Go to the Options menu, click Theme, and tick “Use default font instead of theme font”, then choose a default font for your map.
RAINBOW STYLE

Rainbow style let you choose how to distribute the theme colors. There are 4 rainbow styles: Single Color, Rainbow, Symmetrical, and Alternate.

Apply Rainbow Style

You can either go to the Page Style tab, or go to the Format task pane to set the Rainbow option.

Rainbow:

1. Single Color

Clicking Single Color button will turn all branches into a single color.

2. Rainbow

Clicking the Rainbow button will show each branch a different color.

3. Symmetrical

Clicking the Symmetrical button will apply branches with bilateral symmetrical colors.
4. **Alternate**

Then **Alternate** option apply branches with only two alternate colors.

**HAND-DRAWN STYLE**

The default effect of a map is the **Normal** style. A **hand-drawn** style turns the default lines and shape borders into natural wavy lines, giving the map a hand-drawn look.

**Apply Hand-drawn Style**

1. Select nothing on the map.
2. Go to **Page Style** tab or the Format task pane, and click **Hand-Drawn Style** button.
3. To change back to normal style, click the **Normal Style** button.

**BACKGROUND**

To set map background, you can use either a background color or a background image. You can also apply a watermark on your background.
Background Colors

Click the background color button to fill the background with single color.

Background Images

MindMaster has a wide range of predefined background images to enhance the look of your map. You can add these background images from the Format task pane, or upload your own background images from local disk.

Add a Background from the Library

1. Click the Background Pictures button.
2. From the pull-down list, choose your preferred background image.

Add a Background from Local File

You can insert your own image as background.

1. Click the Background Pictures button.
2. Click Browse from file and navigate to the image file.
3. You can drag any image from a file list on the Internet (for example, from Google) into the image preview area in the dialog to add it as a map background.
Tips:
If you tick “Fit to page” option on the bottom, the image will fit to the whole page as a single image. If you don’t tick this option, the image will keep its original size and tile the background with multiple copies.

Add a Background Watermark
This function lets you print over every page of a document with certain text, which is useful for security or content identification.

You can add a watermark to your mind map via the following steps:

1. Click the Background Watermark button.
2. Choose a pre-made watermark from thumbnails in the pull-down menu.
3. If you don’t like the pre-made ones, you can click Customize Watermark to create your own ones.
4. In the Custom Watermark dialog box, you can adjust the text, font, size, color or layout of your watermark.
5. Click Remove Watermark when you don’t need it.
Remove Background

To remove the background, click the button **Remove Background** 🌡️.

CHANGE TOPIC FILL COLOR

Fill refers to the interior of a shape. You can change topic fill color by the following steps:

1. Select a shape.
2. Click on the Format icon to open the Format Task pane (on the right of the canvas).
3. On the Format task pane, click the fill icon 🌡️ to choose your desired color to fill the selected shape.
4. Or you can use quick colors from the bottom quick color bar.

No Fill

To make a shape colorless, or to remove fill from a shape, you can choose the "No Fill" option.
Theme Fill Colors

The top section of the Fill colors are Theme Fill Colors. Theme fill colors are predefined color set of the current theme.

More Colors

To change to colors that is not in the theme colors or standard colors, click More Colors. From the pop-up window, you can:

- Choose a color from the color swatch.
- Select a color from the color palette.
- Click “pick screen color” to pick a color.

Transparency

To change the transparency, you can move the Transparency slider, or enter a number in the box next to the slider. You can vary the % of transparency from 0 (fully opaque, the default setting) to 100% (fully transparent).
Gradient Fill

Click “More…” to find the “Gradient Fill” option and add a gradient fill to a shape. (Gradient: A gradual progression of colors and shades, usually from one color to the other, or from one shade to the other shade within the same color).

Gradient Type
To specify the direction when drawing your gradient fill, select an option from the list. The Type that you selected determines the available Direction.

Gradient Direction
To choose a different progression of colors and shades, click Direction, and then click your preferred option. The available Directions depend on the gradient Type that you have chosen.

Angle
To specify the angle of the gradient fill which is rotated within the shape, enter your preferred degree value. This option is available only when you have selected Linear as the Type.

Gradient Stops
Gradient stops consist of a position, a color, and a transparency value. The transparency value applies to the gradient stop instead of the overall fill. Gradient stops can create non-linear gradients. For example, if you want to create a gradient that goes from red, green to blue, you need to add three gradient stops — one for each color. Alternatively, if you want to create a gradient that shows up only in a corner of a shape, you need to use gradient stops to make the gradient non-linear.

Add: Click the green Add icon + to add a stop.
**Remove**: Click the Red Cross \( \times \) icon to delete a stop.

**Stop position**

To set the location for the color and transparency change in the gradient fill, please move the Stop position slider or enter a number in the box below the slider.

![Gradient stops](image)

**Color**

To choose the color of the gradient stop, click **Color**. To use a color that is not in the theme colors, click **More Colors**.

**Transparency**

To specify how much you can see about the shape at the specified Stop position, please move the Transparency slider or enter a number in the box next to the slider. You can vary the % of transparency from 0 (fully opaque, the default setting) to 100 (fully transparent).

**Pattern Fill**

You can also fill a shape with a predefined pattern.

1. Click the “More...” from the Fill drop-down menu.
2. From the pop-up dialogue, click “Pattern Fill”
3. Choose a hatch from the predefined hatch gallery.
4. Change the Front and Background color of the hatch.
CHANGE TOPIC SHAPE

You can change different shapes for the central topic, main topics, and subtopics.

1. Select a topic.
2. Click on the **Format** icon to open the Format task pane (at the right of the canvas).
3. On the **Format** task pane, click on the **Shape Style** icon to choose your preferred shape.

CHANGE SHAPE SHADOW

On the **Format** task pane, click the **Shadow** button, and then choose your preferred build-in shadow effect.
If you cannot find your preferred ones above, click “More...” to create customized shadow. This function lets you set customized shadow color, effect, or offset.

**Shadow Color**

To choose a color for the shadow, click **Color** in the Shadow dialogue, and then click your preferred color. To change to a color that isn’t in the theme colors, click **More Colors**.

**Shadow Transparency**

To specify how much you can see about the shadow, move the Transparency slider or enter a number in the box next to the slider. You can vary the % of transparency from 0 (fully opaque, the default setting) to 100 (fully transparent).
Shadow Size

To specify the size of the shadow based on the original object, please move the Size slider or enter a value in the box next to the slider.

Shadow Blur

To set blur radius on the shadow, please move the Blur slider or enter a value in the box next to the slider. The larger the radius, the blurrier, or "fuzzier", the shape or line will be.

Shadow Angle

To specify the angle of your shadow, please move the Angle slider or enter a value in the box next to the slider. By using the Angle and Distance options together, you can place the shadow anywhere relative to the shape.

Shadow X Offset and Y Offset

To set a distance for an Angle of the shadow, please enter a value in the box next to the slider.

CHANGE SHAPE BORDER COLOR AND STYLE

1. Select the topic shape you want to change.
2. On the Format task pane, in the Shape group, you can change border color, line weight, dash type and line round.

- To change the border color, click the Line Color button  , and then choose your preferred border color.
- To change the border weight, click the Weight button  , and then choose your preferred line thickness.
- To change the border dash style, click the Dashes button  , and then click your preferred line style.
- To change the shape corner roundness, click the Line Round button  , and then click your preferred line round.
CHANGE TOPIC FONT

1. Select a topic or multiple topics.
2. On the Format task pane, in the Font group, change text font type, font size, align, bullet, bold, italic, underline, line spacing, or text color.

Click the following buttons to achieve corresponding font effect:

- **Bold**<br> Bold the selected text.
- **Italicize**<br> Italicize the selected text.
- **Underline**<br> Underline the selected text.
- **Line through**<br> Draw a line through the middle of the selected text.
- **Align**<br> Align selected text to a special edge.
- **Highlight**<br> Highlight the selected text.
- **Change text color**
- **Enlarge font size**
- **Narrow font size**

CHANGE BRANCH STYLE

*Change the Style of All Branches*

1. Select the central topic.
2. Go to the Format task pane, Branch group, click on the buttons to set branch fill colors, line colors, line weight, arrows, dashes and styles of all branches.
Change Style for Certain Branch or Branches

1. Select the main topic (first level topic) of the branch you want to change.
2. Go to the **Format** task pane, **Branch** group, click on the buttons to set branch fill colors, line colors, line weight, arrows, dashes and styles.

**Tip:**
Branch line color will change the colors of both connectors and shape borders of the branch.

CHAPTER 7 SLIDESHOW

In **Slideshow** tab, you can create or manage a set of slides for a map. Each slide can show a branch or sub-branch of your map, expanded or collapsed as you desire. This can help focus attention on a specific part of your map or present the whole map as slideshow branch by branch.

Once you have created slides, you can display in a slideshow, print, or export to Microsoft PowerPoint.

CREATE SLIDES FROM TOPICS AUTOMATICALLY

MindMaster lets you create a set of slides based on map branches with one button click. All slides are automatically generated from your map branches one by one.

1. Go to Slideshow tab and click **Auto Create** button.
2. The slides are created, and you can see thumbnails of the auto-created slides on the Slide Preview panel. The first slide is the central topic and the rest of the slides are the branches.

CREATE SLIDES MANUALLY

If you don’t want auto-created slides, you can create them manually and choose which branch or topic you want to add into the slideshow.

1. On the Slideshow tab, click the button New Slide Deck.

2. A pop-up window will show to let you name the new slide deck.

3. Type the name of your New Slide and click OK.

4. A new slide deck is created.

ADD SLIDE PAGES

Once you have created a slide deck, you can add new slide page to the slide deck. You can add any branch or topic as a slide page.
1. From the Slide Preview panel, select the Slide Deck you need to add pages.

![Slide Preview panel with Slide Deck options]

2. Go to your map, select a branch or topic, and click the **Add Slide** button on the **Slideshow** tab. You can also right-click the branch or topic and choose the option “Create Slide from the Selected Topic”.

3. The branch or topic is successfully added as a slide page. You can see it on the Slide Preview panel.

![Slide Preview panel with a slide page added]

RENAMING SLIDE PAGES

To rename a slide page, options are:

1. Select a slide page from the Slide Preview panel, click **Rename** button on **Slideshow** tab or **Slide Preview** panel and type your preferred name.

2. Double click on the slide page name and edit the name directly.

![Main Topic slide page]

3. Right click a slide in the **Slide Preview** panel and click **Rename** in the context menu, you will see its current name turn blue so you can type your preferred name.

SLIDE PREVIEW

Once a slide is created, the slide preview panel will open automatically. You can close or reopen the slide preview panel by click the **Slide Preview** button on the **Slideshow** tab. Click a slide
thumbnail in the **Slide Preview** panel you can preview the full slide page in the main window.

Close the full slide page preview by clicking the close button on the top.

### REORDER SLIDE PAGES

There are two ways to reorder the slide pages.

1. From the Slide Preview panel, drag and drop the slide preview thumbnails to reorder the slide pages.

2. Right-click on a slide preview thumbnail, and click **Move Up** or **Move Down**.

### DELETE SLIDE PAGES

To delete a slide page, options are:
1. Select the slide page in Slide Preview panel and click **Remove Current** button.

2. Right click the slide in the **Slide Preview** panel and click **Delete Page** in the context menu.

**DELETE THE WHOLE SLIDE DECK**

To delete the whole slide deck, options are:

1. Click **Remove Slide Deck** button.

2. Right click the slide in the Slide Preview panel and click **Delete the Current Slide Deck** in the context menu.

**TRAVEL TOPICS OR BRANCHES IN FULL SCREEN MODE**

*(F5, Shift + F5)*

In full screen mode you can navigate and highlight specific topics or branches with the direction arrow keys.

1. You can click the Travel Topic or Travel Branch buttons.

![Travel Topic and Branch](image)

2. You can also click the Full Screen View icon in the bottom tool bar at the right corner to view your document in full screen mode and travel topics.

**DISPLAY A SLIDE SHOW**

Click **Play Slides** button on **Slideshow** tab or on **Slide Preview** panel to start a slideshow from current slide.

**Navigate the Slides**

There are three ways to navigate your slide in slide show view.

1. Press the **Down** or **Right** arrow of your keyboard to jump to the next slide. Press the **Up** or **Left** arrow to go back to the previous slide.
2. Click your mouse once on anywhere of the screen to jump to the next slide.

3. Move the cursor to the lower part of the canvas, a tool bar covering seven buttons will appear. Click the up and down arrows to navigate your slides.

Click the following buttons to achieve corresponding effect:

- Broadcast automatically.
- The previous page.
- The next page.
- Zoom in.
- Zoom out.
- Fit in view.
- Close the slide show.

Exist from Slide Show Mode

You can end the slideshow by pressing the Esc key on your key board, or click the Close button on the slide show tool bar.

EXPORT SLIDES TO MICROSOFT POWERPOINT

You can export the slideshow to Microsoft PowerPoint format. Simply click Export to PPT button.

Note:

The exported.pptx file only applies to versions starts from PowerPoint 2013.

PRINT SLIDES

1. Click the Print button on Slideshow tab, or on the Slide Preview panel, then you can see the print setting and preview interface.
2. Set your printing options and then click the Print button.

CHAPTER 8 WORKING ON TASKS

RESOURCES

(Ctrl + G)

You can create resources who are allocated to complete certain tasks. In MindMaster, resources is treated as a special tag group, so you can create and manage resources in the Tag Manager panel.

Create/Delete Resources

You can first create all resource members in the Resource group.

1. Select a topic.
2. Click Insert Tag button from Home tab and open Tag Manager Panel or right-click the topic to click Insert Tag.
3. You can see the Resources group already in the Tag Manager panel as a default tag group.
4. Click to select the Resource group (if there is no other tag group, this resource group will be selected automatically).

5. From the text box on the right, type resources names. Click enter to type more names.

6. Click Add, and then click OK to finish adding resources.

7. The created resources will appear in the **Insert Tag** drop-down menu, the Mark Panel and the Resource bar of the Task Panel.

8. To remove resources from the Resource group, go to **Tag Manager** panel, select a resource, then click the **Delete** button.
Add/Delete Resource to a Topic

When resources are created, it’s easy to add them to topics.

1. Select a topic you want to add resource.
2. There are 3 places you can choose a resource (please refer to the last section).
   - Insert Tag drop-down menu.
   - Mark Panel.
   - Task Panel, Resource bar.
3. Select a resource from 1 of the places above. When a resource is added to a topic, it will be marked with a blue background color or a tick.
4. To remove resources from a topic, simply uncheck the names.

ADD OR REMOVE TASKS

(F10)

Tasks can be allocated to each topic of a mind map. You can add task information such as task start and end time, priority, progress task resources, tags, etc., to a topic. Task items are shown on the bottom of the topic.

1. Select a topic you intend to assign task.
2. Open Task Panel on the Right Sidebar or from View tab.
3. Click Add Task Info button to add a new task to a topic, or click the Add All Task Info button to add tasks for all topics.

4. Click Delete Task button to remove the task from a topic, or click the Delete All Task Info button to delete tasks from all topics.

EDIT TASK INFORMATION

In the Task Panel, you can start editing task information after adding one.

1. Click drop-down Resource menu and select resource.
2. Select task priority level in drop-down Priority menu.
3. Select a progress icon in drop-down Progress menu.
4. Set project start and end date by selecting dates from the drop-down calendar.
5. Duration will be generated automatically and unit of duration can be adjusted in drop-down Duration menu.
6. Tick Milestone to denote a milestone task.
USE GANTT CHART VIEW

Gantt Chart is effective for monitoring project status and process with visual tasks bars. You can manage task information directly in the Gantt chart view. When you make changes to the task information in the Gantt chart view, the associated information will be also changed on the mind map.

Open/Close the Gantt Chart View Panel

1. There are two ways to open the Gantt Chart panel.
   a. Click Advanced tab on the Ribbon and then click Gant Chart button.
   b. Go to Task Panel on the right sidebar and then click the icon of Gantt Chart View.

2. Click the above buttons again, you can close the Gantt chart view panel.

Set Gantt Chart Options

From the Gantt chart option menu, you can set date format, major and minor unit, select work days, set whole project start and end time.

1. To open the Gantt chart setting dialogue, you can use 1 of the two ways.
   a. Click Advanced in the menu bar and then click Gant Chart Option button.
   b. Go to Task Panel on the right sidebar and then click the icon of Gantt Chart Options.

2. Edit Gantt chart setting options from in the Gantt chart option dialogue.
   a. Select date format in drop-drag Date Format menu.
   b. Select working days.
   c. Select Major Unit and Minor Unit.
   d. Set Start Time and Finish Time.
Modify Task Info in the Gantt View

Each task is presented as a task bar in the Gantt chart. You can move or drag the task bar to change its start and end date. You can also build task dependency on the Gantt view.

1. **Rename Task**
   Double click the cell in **Task Name** column to rename the task.

2. **Change Task Start and End Date**
   Drag the right border of the bar to change the bar length. Select and move the bar to change its position on the calendar.

3. **Change Task Complete %**
   Put the cursor on the left border of the task bar, hold the mouse and drag to the right direction, and a green area will show up. This green area means how much the task has been completed.

4. **Build Task Dependency**
   Click on a task bar, hold the mouse and drag it to another task bar, then a relationship will be created.

5. **Change the Date Unit Size**
Click the “+” and “-” button on the top right corner can change the date unit size.

![Gantt Chart]

Export Gantt Chart

The export Gantt chart function will help you save the Gantt chart in PDF format, which is convenient for you to print or share the Gantt chart with others.

1. Go to Advanced tab in the ribbon and click Export Gantt Chart button.
2. Type a name of your Gantt chart in the saving window.
3. Click Save.

CHAPTER 9 GENERAL ACTIONS OF DOCUMENTS

FIND AND REPLACE

(\text{Ctrl} + F)

Find and replace command helps you check the specific word within the whole maps including topics, boundary, note, comment, and task info.

1. Go to Advanced tab and click the Find & Replacement button. A pop-up dialogue will show up.
2. Type content you intend to find in the find column, and click Find icon.
3. Type content you intend to replace in the replace column, and click the Replacement icon.

![Find & Replace]

Tips:

1. If you want to filter capital words only, you can tick the Case sensitive for precision.
2. If you want to reduce the scope of finding, please tick Whole words only.
SPELLING CHECK

(F7)

Spelling check function of MindMaster helps you diagnose spelling mistakes and offer suggestions for correct spellings.

1. Go to Advanced tab and click Spelling Check button.
2. If there is mistake in your file, the Spelling Check dialogue will show up. It will show all suggestion spellings for you to choose.
3. Choose one of the suggestions and click Accept, or Ignore if the word is not wrong.
4. Once you click the Accept or Ignore, it will jump to the next spelling mistake, and so on until there is no mistakes.
5. For the word which is correct but not in the dictionary, you can click Add to dictionary, so that it won’t be treated as wrong word next time.

Tips:
Up to 5 languages can be checked in MindMaster including English (for GB and for USA versions), German, French, Italian, and Spanish. You can change a dictionary before start.

ADD FONT SYMBOLS

MindMaster offers abundant font symbols for you. The Font Symbol function is available during the text editing mode.
1. Go to Advanced tab and click the Font Symbol button.
2. Select font symbols from the drop-down menu.
3. Click More font symbols... to choose from font symbol category.

UNDO AND REDO

(Ctrl+Z / Ctrl+Y)

MindMaster provides undo and redo actions for users.

Undo (Ctrl + Z)

Undo is used to reverse your last action. Click Undo button on the quick access toolbar, or press Ctrl + Z.

Redo Typing (Ctrl + Y)

Redo is used to do any undo function again. Click Redo button on the quick access toolbar, or press Ctrl + Y.

CHAPTER 10 OPEN, IMPORT, SAVE, PRINT AND SHARE MIND MAPS

OPEN A MIND MAP

To open a mind map made by MindMaster, you can:

1. Go to File tab and click Open, then you can choose to open a mind map from Recent Documents, Computer, Personal Cloud, or Team Cloud.

2. Drag a mind map and drop on the top of the program.

IMPORT FILES FROM MIND MANAGER, XMIND, OR EDRAW

MindMaster supports importing files from Mind Manager, Xmind, or Edraw Max for importing.
1. Click **File** in the menu bar.
2. Click **Import** under **File** menu.
3. Select your preferred format to import.
4. Seek targeting files from your computer or cloud.
5. Click **Open** to import.

**Notes:**

1. Your import file might not 100% identical as their original versions.
2. It may take more minutes to import in case of over-sized files.

**SAVE A MIND MAP**

(*Ctrl* + *S, Ctrl + Shift + S*)

You can save your mind map using **Save** or **Save As** commands.

Go to the **File** menu, click **Save** or **Save As**.

Enter a name and choose a location to save your file. Location can be the local disk, personal cloud, or team cloud.
FIND AND RECOVER AN AUTO SAVED FILE

MindMaster creates auto-saved temp file for users in case they didn’t save the files due to unexpected computer shutdown or software crash. Users can set how long time for each auto save. The default setting is every 10 minutes.

Set Auto-Save Time Period

1. Go to File tab, click Options and then click General.
2. From the Save auto recover option, input a time period.

---

![General settings](image)

---

Find Auto Saved File

1. Go to Advanced tab, click File Recovery button.
2. From the file recovery list find your auto saved files.

---

![File recovery](image)

---

PRINT A MIND MAP

Go to the File tab, and click Print button to print a map.

Orientation

Specify the paper orientation as portrait or landscape.
**Paper Size**

Shown in the list are the paper sizes supported by the current printer as well as industry standard sizes.

**Print Setup**

Click the **File** tab, click **Print**, and then click **More Print Setup**... to set the print options.

![Print Setup Image]

**Adjust to**

Reduces or enlarges the drawing page to a specified % of actual size for printing. If the drawing page is larger than one paper size, the diagram will be printed onto more papers.

**Fit to (sheets across by sheets down)**

Fits each drawing in the print job on the specified number of sheets across and down. Depending on the number of pages and the margins you specify, the drawing will be enlarged or reduced. If the pages across and down are not proportional to the drawing’s dimensions, only those sheets maintaining the drawing’s proportions will be used.

**EXPORT MIND MAP**

You can export your maps in different formats including PDF, Microsoft Office, Graphics, Html, Mind Manager, etc.
Export to Graphic Format

You can export your mind map to a variety of graphic formats including .jpg, .png, .bmp, .gif, .ico, .tif, .ppm, etc.

1. Go to the FILE tab.
2. Click Export & Send.
3. Click Graphics.
4. From the “Save as type” list, choose a graphic format and save.

Export to Editable PDF

1. Go to the File tab.
2. Click Export & Send.
3. Click PDF, PS, EPS option.
4. Choose PDF Vector Format to export mind map to editable PDF file.

Export to Editable MS Office File

This feature lets you export mind maps to editable MS Office file, including .docx, .pptx, and .xlsx.

1. Go to the FILE tab.
2. Click Export & Send.
3. Click Office option.
4. Choose Word, PowerPoint, or Excel.

Export to Html

1. Go to the FILE tab.
2. Click Export & Send.
3. Click **Html**.
4. Tick “Export title” or “Embed images into file” if you needed.

![Export title and Embed images into file options]

### Export to SVG Format

You can export a branch or the whole map.

1. Go to the **FILE** tab.
2. Click **Export & Send**.
3. Click **SVG** option.
4. Choose “Export the whole map” or “Export selected branches”.

### Export to MindManager

You can export mind map to MindManager format, so that it can be opened and edited by people who is using MindManager.

1. Go to the **FILE** tab.
2. Click **Export & Send**.
3. Click **MindManager** option.

### SHARE MIND MAP

Once you draw a mind map, you can share with your colleagues and friends based on links. Sharing mind map links is easy for people who have not downloaded MindMaster to view anywhere and anytime.

### Sign Up a MindMaster Account

1. Click **Sign In** button on the top right of the software.
2. Click **Sign Up** to register an account or login with Facebook and Twitter account.
Share Your Mind Map

1. Click Share button on the top right of the software.
2. Click Copy to share the link.
3. Scan the QR Code to share the specialized link.
4. Copy the HTML code when using mind map in HTML.

Set Share Management Options

1. Click Share Manager button on the top right corner of the software.
2. Click the File you want to modify.
3. Click the Expire Time drop down menu to set expiry time.
4. Click Copy Link button to share the links.
5. Click Cancel Share to stop sharing with others.

CHAPTER 11 VIEW THE MAP

OUTLINE VIEW

Open Outline View

(F11)

The Outline view allows you to view the map using the text outline format. Topics are listed linearly from top to bottom, so you can read and navigate through the topics easily.

1. Click Outline button on the View tab, or click the Outline button on the right sidebar.
2. The outline panel will appear at the right sidebar.

3. To close the outline panel, simply click **Outline** button again, or click **Hide Panel**.

**Note:**

1. You can collapse the subtopics by clicking the collapse button.

2. You can still double click to edit text in the outline mode.

**Export Outline**

The outline can be exported to PDF, Word, Excel or PPT files. Simply click the associated buttons on the top right corner.
COLLAPSE AND EXPAND BRANCHES

You can collapse and expand branches of individual topics interactively using the - and + icons that appear on the right of each topic that has child topics or branches.

![Diagram of a mind map with collapse and expand icons]

Note:

You can collapse all subtopics (leaving only the center topic and main topics) by pressing Ctrl + F3.

DISPLAY THE MAP BY LEVELS

You can choose how many levels of your map you want to display.

1. On View tab, click Display Level button.
2. Choose the Levels you want to display.

![Display Level options]

DRILL TOPICS OR STOP DRILLING

When presenting a mind map, you can use the Drill operation to focus on only one topic and it enables viewers to see the topic only without being distracted by the rest of the map.

Drill Topics

(F4)

1. Select the topic or branch you need to focus on.
2. Go to the View tab and click Drill button, or right click and choose Drill option.
Stop Drilling

1. After drilling a certain topic, you will see this icon on the top right corner of the topic shape, click it and the whole map will show up.

2. Or right click the topic to open the context menu, and then click Stop Drilling.

FOCUS ON SELECTED TOPIC

(F3)

This function makes a selected topic or branch locate in the center of screen, so you can focus on it.

1. Select a topic.

2. Click Focus On button on the View tab.

ZOOM

(Ctrl + +/-) (Ctrl + Mouse Scroll)

The zoom function allows you to enlarge or shrink your map. There are 3 ways to zoom in and out of your map.

1. On the View tab, click Zoom button and choose a zoom percentage.
2. On the Status Bar, drag the Zoom slider.

4. Press Ctrl key while scrolling the mouse wheel to zoom in and out.

WHOLE PAGE

(\texttt{Ctrl + F5})

Whole Page means the whole map fits into the drawing canvas. Options are:

1. Click Whole Page button in the View tab.
2. Click the Whole Page button on the status bar.

PAGE WIDTH

(\texttt{Alt+F3})

Page Width means the width of the map matches the width of the canvas. Options are:

1. Click Page Width button in the View tab.
2. Click Page Width button on the status bar.
CHAPTER 12 APPENDIX

KEYBOARD SHORTCUTS

You can find the list of keyboard shortcuts any time on the ribbon’s Help tab by clicking the Shortcut Key icon.

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcuts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Map Documents</strong></td>
<td></td>
</tr>
<tr>
<td>Create a new map</td>
<td>Ctrl + N</td>
</tr>
<tr>
<td>Open a map</td>
<td>Ctrl + O</td>
</tr>
<tr>
<td>Search map</td>
<td>Alt + F</td>
</tr>
<tr>
<td>Save the current map</td>
<td>Ctrl + S</td>
</tr>
<tr>
<td>Save all maps</td>
<td>Ctrl + Shift + S</td>
</tr>
<tr>
<td>Close current map</td>
<td>Ctrl + W</td>
</tr>
<tr>
<td>Print the current map</td>
<td>Ctrl + P</td>
</tr>
<tr>
<td><strong>Navigating</strong></td>
<td></td>
</tr>
<tr>
<td>Select topic (above, below, left and right)</td>
<td>Arrow keys</td>
</tr>
<tr>
<td>Select next topic / previous topic</td>
<td>Tab / Shift + Tab</td>
</tr>
<tr>
<td>Move to top sibling topic</td>
<td>Home</td>
</tr>
<tr>
<td>Move to bottom sibling topic</td>
<td>End</td>
</tr>
<tr>
<td>Move to central topic</td>
<td>Ctrl + Home</td>
</tr>
<tr>
<td><strong>Map Window</strong></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>---</td>
</tr>
<tr>
<td>Zoom in</td>
<td>Ctrl + + (plus)</td>
</tr>
<tr>
<td>Zoom out</td>
<td>Ctrl + - (minus)</td>
</tr>
<tr>
<td>Fit map to screen</td>
<td>Ctrl + F5</td>
</tr>
<tr>
<td>Fit map to 100% zoom</td>
<td>Ctrl + 0</td>
</tr>
<tr>
<td>Move up / Move down</td>
<td>Page Up / Page Down</td>
</tr>
<tr>
<td>Move right / Move left</td>
<td>Ctrl + Page up / Ctrl + Page Down</td>
</tr>
<tr>
<td>Center selected item</td>
<td>F3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Map Detail and Filtering</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Center the map</td>
<td>Alt + F3</td>
</tr>
<tr>
<td>Center the map and collapse all topics</td>
<td>Ctrl + F3</td>
</tr>
<tr>
<td>Show next level of detail</td>
<td>Ctrl + D</td>
</tr>
<tr>
<td>Show levels</td>
<td>Alt + 1, 2, 3... etc (up to your preferred level)</td>
</tr>
<tr>
<td>Show all levels</td>
<td>Alt + 0</td>
</tr>
<tr>
<td>Move right / Move left</td>
<td>Ctrl + Page up / Ctrl + Page Down</td>
</tr>
<tr>
<td>Zoom in / Zoom out</td>
<td>Ctrl + Mouse Wheel</td>
</tr>
<tr>
<td>Drill / Stop Drill</td>
<td>F4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Interface</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Show / Hide page window</td>
<td>F8</td>
</tr>
<tr>
<td>Show / Hide mark library</td>
<td>F9</td>
</tr>
<tr>
<td>How / Hide Outline Window</td>
<td>F10</td>
</tr>
<tr>
<td>Show / Hide task window</td>
<td>F11</td>
</tr>
<tr>
<td>Spelling check</td>
<td>F7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Slideshow</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Feature</td>
<td>Shortcut</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Play Slideshow</td>
<td>Ctrl + Shift + F5</td>
</tr>
<tr>
<td>Traverse Topics</td>
<td>F5</td>
</tr>
<tr>
<td>Traverse Branches</td>
<td>Shift + F5</td>
</tr>
<tr>
<td>Full Screen</td>
<td>Ctrl + F5</td>
</tr>
<tr>
<td><strong>Adding topics</strong></td>
<td></td>
</tr>
<tr>
<td>Add subtopic</td>
<td>Insert / Ctrl + Enter</td>
</tr>
<tr>
<td>Add sibling topic (Down)</td>
<td>Enter</td>
</tr>
<tr>
<td>Add sibling topic (Up)</td>
<td>Shift + Enter</td>
</tr>
<tr>
<td>Add parent topic</td>
<td>Shift + Insert</td>
</tr>
<tr>
<td>Add callout topic</td>
<td>Alt + Enter</td>
</tr>
<tr>
<td>Add multiple topics</td>
<td>Ctrl + Shift + M</td>
</tr>
<tr>
<td>Add floating topic</td>
<td>Ctrl + Shift + F</td>
</tr>
<tr>
<td><strong>Adding Elements</strong></td>
<td></td>
</tr>
<tr>
<td>Add attachment</td>
<td>Ctrl + H</td>
</tr>
<tr>
<td>Add summary</td>
<td>Ctrl + J</td>
</tr>
<tr>
<td>Add relationship</td>
<td>Ctrl + R</td>
</tr>
<tr>
<td>Insert picture</td>
<td>Ctrl + Shift + P</td>
</tr>
<tr>
<td>Insert mark</td>
<td>F9</td>
</tr>
<tr>
<td>Insert clip art</td>
<td>Ctrl + Shift + I</td>
</tr>
<tr>
<td>Add hyperlink</td>
<td>Ctrl + K</td>
</tr>
<tr>
<td>Add comment</td>
<td>Ctrl + Shift + T</td>
</tr>
<tr>
<td>Add tag</td>
<td>Ctrl + G</td>
</tr>
<tr>
<td>Add boundary</td>
<td>Ctrl + Shift + B</td>
</tr>
<tr>
<td>Add note</td>
<td>Ctrl + T</td>
</tr>
<tr>
<td>Insert number</td>
<td>Ctrl + Shift + U</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Add priority icon</td>
<td>Ctrl + 1, Ctrl + 2, etc.</td>
</tr>
</tbody>
</table>

**Editing**

<table>
<thead>
<tr>
<th>Undo the last action</th>
<th>Ctrl + Z / Alt + Backspace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redo the last action</td>
<td>Ctrl + Y</td>
</tr>
</tbody>
</table>

**Selecting**

| Select all topic and elements | Ctrl + A |
| Select all topic note text (in note window) | Shift + Arrow key |
| Select multiple topics        | Shift + End |
|                               | Shift + Home |
| Select all peers              | Ctrl + Shift + A |

**Move Topics**

| Up one place                  | Ctrl + Shift + Up Arrow |
| Down one place                | Ctrl + Shift + Down Arrow |
| To top                        | Ctrl + Shift + Home |
| To bottom                     | Ctrl + Shift + End |

**Cut, Copy, Paste and Delete**

| Copy to the clipboard        | Ctrl + C / Ctrl + Insert |
| Delete topic or object       | Delete                   |

**Topic Text**

| Edit topic text              | F2 |
| Move cursor to the beginning of topic text | Shift + Space |
| Move cursor to the end of topic text | Space |

**Commands in Topic Text Edit Mode**
<table>
<thead>
<tr>
<th>Action</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter line break in topic</td>
<td>Shift + Enter / Ctrl + Enter</td>
</tr>
<tr>
<td>Move to beginning of line</td>
<td>Home</td>
</tr>
<tr>
<td>Move to beg of topic text</td>
<td>Ctrl + Home</td>
</tr>
<tr>
<td>Move to end of topic text</td>
<td>Ctrl + End</td>
</tr>
<tr>
<td>Cancel editing topic</td>
<td>Esc</td>
</tr>
<tr>
<td>Find</td>
<td>Ctrl + F</td>
</tr>
</tbody>
</table>

**Commands in Find Mode**

- **Find next**
  - Enter

- **Spelling check**
  - F7

**Formatting**

- **Toggle to bold and back**
  - Ctrl + B

- **Toggle to italics and back**
  - Ctrl + I

- **Toggle to underline and back**
  - Ctrl + U

- **Increase font size**
  - Ctrl + Shift + >

- **Decrease font size**
  - Ctrl + Shift + <

- **Copy format**
  - Ctrl + Shift + C

**Using Help**

- **Show help**
  - F1

**General Windows Commands**

- **Close a menu or dialogue box**
  - Esc

- **Cancel an operation**
  - Esc

- **Exit MindMaster**
  - Alt + F4